



STATE OF IDAHO
invites applications for the position of:

IT Software Engineer (Website Development & Programming)

SALARY: \$36.44 - \$47.37 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 02/19/21
CLOSING DATE: 03/04/21 04:30 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273/4272

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies.

ANNOUNCEMENT NUMBER:	21-11-N
AREA OF CONSIDERATION:	Open to all applicants
POSITION TITLE:	Information Technology Software Engineer (Website Development & Programming)
PAY GRADE:	NGA-12
POSITION CONTROL NUMBER:	1150
CLASS CODE:	22775
SALARY:	\$36.44 to \$47.37 hourly (\$75,790 to \$98,530 annually)
FLSA CODE:	Computer Worker Exempt
DUTY LOCATION:	Military Division, Communications and Information Technology (IT) Services Office, Gowen Field, Boise, ID
TYPE OF POSITION:	Civilian Nonclassified
COMPATIBLE MILITARY FIELD:	Not Applicable

**JOB TITLE: INFORMATION TECHNOLOGY SOFTWARE ENGINEER
(WEBSITE DEVELOPMENT AND PROGRAMMING)**
POSITION CONTROL NUMBER: 1150
CLASS CODE NUMBER: 22775
SALARY GRADE: NGA-12

INTRODUCTION: This position is assigned to the Communications and Information Technology (IT) Services Office, functioning within the State of Idaho - Military Division. The primary

purpose of this position is to develop, test, debug and document code, and to serve as the technical expert for Website and Windows applications and software development and programming for the information technology/information management needs of the Idaho Military Division (IMD) and its supported organizations.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Under direction of the Chief Technology Officer (CTO), serves as a principal expert for application and software development and programming, providing project leadership to lower-graded IT Specialists. Provides technical guidance for application and software analysis and programming to internal and external contacts. Coordinates studies and plans with other technical personnel in the Communications and IT Services Office. Recommends specific requirements for new application and software development and improvements to current applications and software.
2. Reviews and analyzes the business practices of IMD departments to determine those practices that could be significantly enhanced by the modification of IMD websites and applications by creating new program code or modifying existing code.
3. Receives and evaluates requests for data processing projects. Requests are normally general in nature without specific information on input/output data and hardware instructions. Conducts studies concerning the feasibility of proposed new systems development projects. Determines time and cost savings, man-hour and material requirements, hardware capabilities and overall impact on resources. Advises the CTO on the best methods to accomplish the project.
4. Works closely with customers and the CTO to determine required functional requirements and to translate functional requirements into design specifications.
5. Recommends improvements to current applications. Reviews and analyzes current systems. With approval, completes modifications and improvements to provide better service and more efficient utilization of automation. Proposes needed re-design studies.
6. Designs the program structure of files and records and determines detailed sequences of action in program logic. Codes, tests, debugs and documents programs. Responds to problems by diagnosing and correcting errors in logic and coding. Writes and maintains application operation instructions for assigned programs.
7. Develops reports on the status of projects for those assigned.
8. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Work is performed under general supervision of the Chief Technology Officer who provides overall objectives, resources and general guidance as to scope and priority of projects in the assigned area. The incumbent, in conjunction with the supervisor, determines possible project stages and shifts in staff assignments. Incumbent independently plans, organizes and carries out assignments, coordinates work with others, determines the approach and methodology to be used, and keeps the supervisor apprised of potential problems. Completed work is reviewed for technical aspects and efficiency of the programs managed, and feasibility of recommendations. Methods are not normally reviewed.

PERSONAL WORK CONTACTS: Personal contacts include other functional area users in other organizations within the Idaho Military Division. In addition, contacts often take place with personnel of other agencies, representatives of professional associations, equipment or application software vendors and contractors.

WORKING CONDITIONS / PHYSICAL EFFORT: Work is primarily performed in a well-lit climate-controlled office environment. The work requires some physical exertion such as recurring activities including bending, crouching, stooping, stretching, reaching and lifting of moderately heavy objects such as boxes of project files. Work may require travel within the state, and may require additional travel outside of the state for conferences and training. Incumbent may be required to work after normal work hours and on weekends, and may be required to deploy to the field in support of emergencies or disasters.

FLSA Overtime Code: I (Computer Worker; Exempt; straight time)

EEOC: B02 (Professional)

WCC: 8810

JUNE 2019

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment)

Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide your driver's license number, issuing state, license expiration date, and the full name specified on the license.

Must submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Must be willing to travel by all modes of transportation and stay at destinations for moderate periods.

Must be able and willing to work extended hours, nights and weekends, if required, to support after hours scheduling, outages and emergencies and disasters.

Knowledge, Skills and Abilities (KSAs)

Applicants must have 36-months of a combination of specialized experience, education and/or training performing related duties as specified below.

Experience developing maintaining websites using Visual C# and WordPress.

Knowledge of computer systems, information transmission systems, and system software such as Microsoft ACCESS, Microsoft SQL Server, Microsoft Visual Studio, Microsoft SharePoint, and related software packages with the ability to use plan, organize, and implement those systems. Ability to write, debug, and maintain advanced code using Microsoft Visual Studio.

Ability to work independently without an on-site supervisor.

Ability to review, analyze and resolve problems with Visual studio applications and related software packages.

Ability to write and maintain code specifically related to the internet. Must possess a solid understanding of client/server internet technologies and best practices.

Ability to develop and maintain user guides and other instructional material for new or modified code.

Knowledge of computer hardware and software troubleshooting techniques commonly used within the computer industry.

Knowledge of internet software packages used for web-based capture of problems, bugs, discussion groups, and information dissemination.

Effective oral and written communication skills.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the attached position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273/4272 or email hrobypass@imd.idaho.gov.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Position #21-11-N
IT SOFTWARE ENGINEER (WEBSITE DEVELOPMENT &
PROGRAMMING)
GD

IT Software Engineer (Website Development & Programming) Supplemental Questionnaire

- * 1. Mandatory Requirement: Must submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to*

appointment into this position.)

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 2. Mandatory Requirement: Must be willing to travel by all modes of transportation and stay at destinations for moderate periods.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 3. Mandatory Requirement: Must be able and willing to work extended hours, nights and weekends, if required, to support after hours scheduling, outages and emergencies and disasters.

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. KSA: Experience developing maintaining websites using Visual C# and WordPress.

Provide detailed written response describing your related experience, education and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 5. KSA: Knowledge of computer systems, information transmission systems, and system software such as Microsoft ACCESS, Microsoft SQL Server, Microsoft Visual Studio, Microsoft SharePoint, and related software packages with the ability to use plan, organize, and implement those systems. Ability to write, debug, and maintain advanced code using Microsoft Visual Studio.

Provide detailed written response describing your related experience, education and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 6. KSA: Ability to work independently without an on-site supervisor.

Provide detailed written response describing your related experience, education and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 7. KSA: Ability to review, analyze and resolve problems with Visual studio applications and related software packages.

Provide detailed written response describing your related experience, education

and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 8. KSA: Ability to write and maintain code specifically related to the internet. Must possess a solid understanding of client/server internet technologies and best practices.

Provide detailed written response describing your related experience, education and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 9. KSA: Ability to develop and maintain user guides and other instructional material for new or modified code.

Provide detailed written response describing your related experience, education and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 10. KSA: Knowledge of computer hardware and software troubleshooting techniques commonly used within the computer industry.

Provide detailed written response describing your related experience, education and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 11. KSA: Knowledge of internet software packages used for web-based capture of problems, bugs, discussion groups, and information dissemination.

Provide detailed written response describing your related experience, education and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 12. KSA: Effective oral and written communication skills.

Provide detailed written response describing your related experience, education and/or training to demonstrate that you meet the minimum **36-month** requirement. *Response should include specific examples of job duties performed, responsibilities, training or related education, etc.*

- * 13. Unqualified or incomplete applicant packets will not be forwarded. Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 14. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

* Required Question